

CONSTITUTION AND BYLAWS  
FOR  
BERT CHURCH SCHOOL COUNCIL

**CONSTITUTION**

***ARTICLE I – NAME***

1. The name of this Association shall be **Bert Church High School Council**.

***ARTICLE II – POLICY***

This School Council shall be non-sectarian, non-partisan and non-commercial in all its relationships. The name of any member in his or her official capacity shall not be used in connection with any other political interest or with any other than the regular work of the School Council.

***ARTICLE III – AIMS AND OBJECTIVES***

To promote the well-being and effectiveness of the entire school community and thereby to enhance student learning and to facilitate cooperation among all the concerned participants in the local school.

***ARTICLE IV – STATEMENT OF PURPOSE AND PRIORITY***

The purpose of the School Council is as stated in the School Act, Section 17(4):

A school council may, at its discretion:

- (a) advise the Principal and the Board respecting any matter relating to the school;
- (b) perform any duty or function delegated to it by the Board in accordance with the delegation;
- (c) consult with the Principal to ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
- (d) consult with the Principal so that the Principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent;
- (e) provide liaison between the school and the community, and
- (f) do anything it is required to do under the regulations.

# BYLAWS

## ***ARTICLE I – MEMBERSHIP***

1. There shall be no less than **nine** and no more than **seventeen** members on the School Council. The chairperson must have been a regular council member for at least one school year prior to assuming the chairperson position.
2. The majority of the members of the School Council of the school must be parents of students attending the school.
3. There shall be no more than one family member on the School Council.
4. The School Council Members shall consist of: the Principal (ex-offio); two students elected by the Students' Council; one teacher elected by the teachers; one teacher appointed by the Principal and ratified by the Executive; one member of the Community appointed by the School Council; six – eleven parents of students attending the school.

## ***ARTICLE II – OFFICERS***

1. The elected members of this School Council shall choose: a Chairperson, one Vice-Chairperson, Secretary and any committee chair people deemed necessary.

## ***ARTICLE III – TERMS OF OFFICE***

All members shall be elected to a one year term expiring at the Annual General Meeting.

## ***ARTICLE IV – COMMITTEES***

1. Committees (as required) may be approved by the School Council at any regular council meeting.
2. The chairperson of the committee shall be a member of the School Council; other members of the committee can be parents at large.
3. Committees shall submit plans of work to the School Council for approval BEFORE any work is undertaken.
4. The chairperson of each committee shall submit a written report of its work at the annual meeting.

5. The chairperson of the School Council and the principal shall jointly present reports and/or recommendations on behalf of the School Council to the school.

#### ***ARTICLE V – ELECTIONS***

1. No proxies are allowed.
2. Parent members will be elected at the Annual General Meeting in September of each year.
3. Vacancies on the Council will be appointed by School Council who will hold that position for the remainder of the unexpired term. Any executive member who misses three consecutive meetings will be asked to stand down and give up their voting rights.

#### ***ARTICLE VI – MEETINGS***

1. Regular meetings of the School Council shall be held during the year; the time to be fixed by the council at its first meeting of the year.
2. Regular meetings of the School Council will be open to all parents, who shall be non-voting. Delegations and presentations may be given by non-council members with a two week notice to the chairperson.
3. The annual meeting shall be held once a year, at which time elections shall take place. The meeting will be advertised throughout the school and the community at least twenty-one days in advance.
4. General matters are discussed and urgent business transacted at any regular meeting.
5. A special meeting may be called by the chairperson of the School Council at the written request of thirty parents of the school. Only the business specified in the notice of the special meeting may be dealt with at the meeting. At least one week's notice must be given and the object definitely stated.

#### ***ARTICLE VII – QUORUM***

A quorum of the council shall consist of 50% plus one of the members of the council.

#### ***ARTICLE VIII – DISSOLUTION***

The School Council may be dissolved in accordance with the School Act, Section 17 (8).

**ARTICLE IX – FINANCE**

1. The School Council's operational costs shall be funded through the grant given by the School Board – ie. postage, photocopying, long distance telephone calls.
2. The School Council is purely an advisory body and therefore does not have any financial responsibilities.

**ARTICLE X – READING AND RENEWAL OF BYLAWS**

These Bylaws shall be reviewed by the School Council at the beginning of each school year and shall every three years be presented to the parents of the school at a regular meeting and reaffirmed by two-thirds vote the parents present and voting.

**ARTICLE XI – AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended, or additions made thereto, at any meeting by a two-third vote of the parents of the school present and voting, provided that notice of motion has been given at a previous meeting.

**ARTICLE XII – ANNUAL REPORT**

The School Council shall submit an Annual Report by July 15<sup>th</sup> following the school year to the Superintendent.

These Bylaws were passed at a regular meeting of the parents of the school held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary